

25 July 52

MEMORANDUM FOR: Executive Assistant to The Director

SUBJECT : Newsletter for Senior CIA Representatives

REFERENCE : Your memo dated 21 July 52, same subject

As an initial contribution to the Newsletter, we have but one item. It is expected, however, that in subsequent months the contribution of the offices of the Deputy Director (Administration) will be somewhat greater. For the first issue, please include the following:

The Director has recently approved a Career Service Program for all personnel of the Agency. The basic philosophy of the Program is reflected in the statement of the problem posed in the staff study which developed it. "To devise a Career Service Program that identifies, develops, effectively uses and rewards individuals who have the skills required by [the Agency]; motivates them towards rendering maximum service to the Agency; and eliminates from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization." The Program as approved provides for the establishment of Career Service Boards which will be responsible for the operation of the Program, which includes evaluation techniques, programs for the selection and training of trainees for professional positions, rotation among various jobs and offices for the better development of the individuals, a full development of a system of career benefits, many of which do not exist today, and many other principles including such things as special recognition for outstanding service. Subsequent Newsletters will provide further details and explanations of the Program.

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L. K. WHITE
Acting Deputy Director
(Administration)

SA/ADD/A:RSW:jeb (25 Jul 52)
cc: Exec Sec of CIA C.S.B.

ADD/A chrono

ADD/A subject *admin - Newsletter - L. K. White*

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